

REQUEST TO USE LIBRARY FACILITIES

Name of Organization _____

Address of Organization _____

Name of Authorized Representative _____

Address of Representative _____

Date of Use _____ Time _____ Library _____

Describe type of program or use _____

_____ Approximate number of people expected _____

Facilities and equipment required: *(Consult library's list of available facilities and equipment and state requirements below.)*

Facility Rental Charges: _____

Security Charge: _____

Custodial Charge: _____

Equipment Charge: _____

Other Charges: _____

I hereby certify that the above information is accurate. I have read and understand the conditions for use which appear on the back of this form. I understand that in the event any damage to the building, its appurtenances or grounds or any damage or loss of equipment occurs which is related to this use of the building, the authorized representative of the organization named above will be responsible for charges for such damage/loss. I further understand that if library personnel are required to return to the facility to secure it because of our failure to do so, or to reopen it at our request, the authorized representative shall be assessed the labor and material cost incurred by the library personnel. I understand that the authorized representative will within 30 days after being duly and properly notified, forward to the State of Hawaii such amounts as may be required.

Date

Signature of Authorized Representative

Approved _____
Library Manager

NOTICE: Failure to pick up facility key during library hours will cancel this agreement.

CONDITIONS FOR USE OF LIBRARY FACILITIES

Library facilities such as meeting rooms and courtyards are available for public use at selected public libraries. Use of such facilities shall not disrupt the normal operations of the library. Priority use shall be given to library sponsored and co-sponsored events.

The charges for library facility use are as follows:

- No charge for library sponsored or co-sponsored events;
- \$20 per event/day/area for government agencies;
- \$25 per event/day/area for any nonprofit educational, civic or cultural organization for events at which no admission is made, collection taken, or donation received;
- \$100 per event/day/area for any nonprofit educational, civic or cultural organization for events at which an admission or registration fee is charged, collection taken, or donation received;
- \$100 per event/day/area for any for-profit organization.
- Audiovisual equipment may be used for a charge of \$10 per item for each event/day.

Reservations for each facility-including equipment, security, and custodial services-shall be made by an authorized representative no more than twelve calendar months in advance. The key shall be picked up by the authorized representative during normal library operating hours. Duplication of any key is strictly forbidden. Payment shall be made when the key is picked up, and may be made by cash, check or money order.

Refreshments may be served at meetings and kitchen facilities may be used where available. Smoking, consumption and use of alcoholic beverages and illegal substances are prohibited.

The authorized representative shall be responsible for the following after the event is concluded:

- lights and air conditioner(s) to be turned off;
- doors and windows to be locked;
- facilities to be left as found when entering;
- kitchen to be clean;
- trash to be removed from the premises;
- key to be returned by placing in the library bookdrop.

If the library facility needs to be cleaned and trash removed after use, the authorized representative will be assessed custodial charges. If the facility is not properly secured and library personnel are required to return and secure the facility, or if library personnel are requested to return and re-open the facility after it has been secured, the authorized representative shall be assessed the cost of such return. Custodial and security charges and return costs shall be determined by the Hawaii State Public Library System.